

Symantec Software
Solicitation Number 5400004922

Contract Period:
02/04/2013 - 02/19/2018

[Contract Terms & Conditions](#)

ITMO Procurement Manager

Kristen Hutto
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Last Updated: 09/01/2016

Effective September 1, 2013: any purchase order addressed to the Software Acquisition Manager (SAM) will NOT be processed. Please adjust your purchase orders and business forms/processes accordingly.

CDW-Government

Contract Number: 4400006327
FEIN: 36-4230110

[Contract Pricing](#)
[Contract Award](#) (Details Pricing Discount)

On-Site Sales Support

Jane Richardson
P: (866) 743-5682
F: (847) 932-6996
E: jade.richardson@cdwg.com

Point of Escalation

Kevin Cucuel
P: (866) 613-1173
F: (847) 990-8083
E: kevicuc@cdw.com

HOW TO PLACE PURCHASE ORDERS FOR SYMANTEC SOFTWARE

- See the above links for contract pricing. If you need assistance, contact CDW-G for a quote if needed.
- Step 1** Complete your purchase order, ensuring that the PO is addressed to CDW-Government
- Step 2**

All Users:

- (a)** You must make sure that your PO matches the quote 100%

- The amount of taxes on your PO should match what is referenced on the quote.
- (b) Electronic Delivered items are tax exempt.
Electronic Delivery items should include a note that states "Electronic Delivery Only".
 - (c) This is a requirement on all orders that include downloaded software - NOT MEDIA
 - (d) Include your Quote Number on all POs you send
 - (e) Include a "Ship To" address, even if nothing ships with the order.

If you fail to follow these instructions, purchase orders will be returned for correction or the tax indicated on the PO will be applied to the order and any request for reimbursement of paid taxes will need to be handled through the Department of Revenue

Step 3 Email purchase orders to CDW-Government (jade.richardson@cdwg.com)

IMPORTANT: Any purchase orders addressed to NewVenue Technologies will NOT be processed.

Step 4 Software will be provided and invoiced at agencies directly from CDW-Government

Please provide the contact information for your primary licensing contact* on each purchase order.

Please choose the individual to whom the Symantec Licensing Confirmations should be sent. This simple procedure should allow you to fully catalog your Symantec licenses and may simplify tracking of lost or missing orders.

*The Primary Licensing Contact information requested is as follows:

- Primary Contact Person
- Primary Contact Person Email Address
- Primary Contact Person Phone Number

The primary licensing contact should be a single point of contact per department or agency.